

**United States Department of Agriculture
Food and Nutrition Service
Career Intern Program Announcement
Open Period: July 24, 2008-August 20, 2008**

Announcement Number: 08-FCIP-002

Job Title, Series, Grade: Program Analyst, GS-0343-07/09, PD# 08z218 and 08z219

Salary Range: **GS-07 step 1:** \$39,330
GS-09 step 1: \$48,108

Promotion Potential: GS-12 (Currently, \$69,764)

Duty Location: Alexandria, VA

Who May Be Considered: US Citizens

Duties: The incumbent serves as a program specialist in the Certification Policy Branch performing the following major activities: regulations development; interpretation of food stamp policy through notices, memos, and oral responses; working with quality control arbitrator; developing technical assistance guides; responding to waivers; participating in disaster responses.

Eligibility Requirements: Applicants must be U.S. Citizens.

Qualification Requirements:

Specialized Experience:

For the GS-07 level: Fifty-two weeks of experience at the GS-05 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience includes performing duties in support of a social service program; AND preparing written documents related to the program.

For the GS-09 level: Fifty-two weeks of experience at the GS-07 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience includes performing portions of projects or studies related to social service programs; AND preparing written documents associated with those projects or studies (e.g., work papers).

OR

Education

For the GS-07 level: 1 full academic year of graduate education or law school or superior academic achievement.

For the GS-09 level: 2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D in a related field.

SOME SUBSTITUTION OF EDUCATION FOR EXPERIENCE IS PERMISSABLE.

How to Apply: Submit the following materials, **no later than the closing date**, to the HR Specialist:

1. USDA Career Intern Program Application (available on-line at <http://www.usda.gov/da/employ/CareerInternApplication.htm>)
2. An application (examples: Optional Application for Federal Employment, OF 612; or résumé). Include the vacancy identification number on all faxed documents. The application must include work experience, training, education, and awards relevant to the qualifications requirements. For work experience, specify the dates, grade level (if applicable), and the number of hours worked per week. For training or self-development activities, specify course titles, classroom hours completed and dates. **Do not send position descriptions.**
3. For Applicants Claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA). Eligibles claiming 10-point preference must also submit an Application for 10-Point Veteran Preference, [SF-15](#), along with the required documentation listed on the back of the form. (For more information on Veterans' programs, please see the [VetsInfo Guide](#))
4. The following materials are recommended: A copy of a college transcript or a list of college course.

Application packages must be submitted **by the closing date**, via email or fax, to the following contact (mailed applications will not be accepted):

Jessica Stout- HR Specialist
Fax: 304-480-8358
Email: Jessica.stout@bpd.treas.gov

For Questions:

Jessica Stout
304-480-8336

EEO Statement:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.